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OUR COVER STORY

Lino print of the entrance to the Library by an unknown artist. The block was found in the attic in November 1985. It appeared on the cover of the British Columbia Library Association's periodical, *British Columbia Library Association Bulletin*, January 1955, volume 18, number 3.

June 16, 1992

THE HONOURABLE JOAN SAWICKI
SPEAKER OF THE LEGISLATIVE ASSEMBLY OF
BRITISH COLUMBIA

Honourable Speaker:

I am pleased to submit the Annual Report for the year 1991.

The report presents an overview of the Library's history as well as its activities for 1991. In recognition of the implementation of the integrated automation system, which began in March, this report contains considerable detail about the project. Supplementary information and statistics for the year 1991 are included in the Appendices.

The report is submitted pursuant to order 116 of the Standing Orders of the Legislative Assembly, 1987.

Respectfully submitted,

Joan A. Barton
Director

Appreciation

The first stages of the Library's new automation system began implementation in the fall of 1991. Several years of planning, training and reorganizing workflows went into the project. From its inception the staff embraced the new ideas with confidence and enthusiasm, working long hours to ensure, not only its success, but the maintainance of old manual systems in order to continue to give a high level of service to the Library's users.

While the staff scrambled behind the scenes to get the new system up and running, the changes appeared in the public areas with little disruption to users. Many people contributed to this success–the Library's automation consultant RMG Consultants Inc., the efficient and "people oriented" team at Dynix Library Systems Inc., the British Columbia Buildings Corporation work crews, who worked long hours on the installation, individuals at British Columbia Systems Corporation who gave helpful advice and the Information Systems Branch, Ministry of Government Services which partnered with the Library and hosts the hardware and software which runs the system in their space on the ground floor of the Parliament Buildings.

Finally, special mention must be made of Sheila Gann, Manager of Technical Services and the Automation Project. During the last three years she nurtured the project and steered it to fruition. The organization can never repay the debt of gratitude that it owes to Sheila Gann. She has been the coach, the advocate, the trainer and the implementor who made the progress to automation a success. Along with John MacEachern, Manager of Government Publications, she became a familiar figure to the security staff as she toiled away in the Library on Saturday and Sunday nights to ensure that magical changes which enhance the system appeared on Monday mornings to the delight of staff and users alike.

On behalf of the Library staff and the Library users who have come to value the new system, we dedicate this year's Annual Report to Sheila Gann.

Sheila Gann

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British Columbia Legislative Library

A Review

History

The Legislative Library was founded in 1863 to serve the colonial Legislature of Vancouver Island and subsequently the Province of British Columbia when the united colonies of Vancouver Island and British Columbia joined Confederation in 1871. The first permanent Legislative Librarian was appointed in 1893. In 1894 the *Legislative Library Act* formally established the institution which exists today. The Library moved into its permanent quarters in the Parliament Buildings in 1915. At that time the collection included material intended for archival and provincial public library collections. Eventually two new organizations, the *Provincial Archives*, now known as the *British Columbia Archives and Records Service*, and the *Public Library Commission*, now the *Library Services Branch*, developed into separate independent institutions. They still retain close ties with the Legislative Library.

Although nominally under the direction of the Speaker of the Legislative Assembly, the Library was for most of its history administered by several line ministries. These included the Department of the Attorney-General, 1911–1919; Department of the Provincial Secretary, 1919–1942; Department of Education, 1942–1960/61; Department of the Provincial Secretary 1961/62–1977; and Ministry of Provincial Secretary and Government Services, 1978–1985. On February 22, 1985 the Legislative Library became a service of the Legislative Assembly administered directly by the Speaker.

Mandate

Under the Legislative Library Act, Revised Statutes of British Columbia 1979, Chapter 230, Statutes of British Columbia 1985, Chapter 11 and Standing Orders of the Legislative Assembly, Numbers 116–119, the Library is required to provide reference and information services for the Members of the Legislative Assembly, their staffs, the Executive Council, the Officers of the House and legislative support staffs. Provided there is no conflict with service to these core users, it also assists research staffs of the provincial public service.

Additional Activities

The Library's facilities are extended to the general public whenever there is no conflict with the needs of legislative officials and their staffs. In addition, two programs provided by the Library have a direct impact on the Province. They are the *Cataloguing in Publication Program (CIP)* and the preparation of the *British Columbia Government Publications Monthly Checklist.*

The Organization: Its Services and Policies

The Library pursues its mandate through a division of services based on the traditional organization of libraries.

Public Services — This division is responsible for delivering service directly to the Library's clients. Staff responsibilities are divided into reference and research work, on-line searching, compiling bibliographies, preparation and maintenance of the newspaper and periodical indexes, circulation, and interlibrary loan services.

Technical Services — These divisions provide support functions which acquire, process and organize the collection into units which facilitate ease of use. These units include the *Government Publications Division,* and the *Technical Services Division* which is divided into the *Cataloguing Section* and the *Acquisitions and Filming Section.* The *Technical Services Division* also bears major responsibilities for computer services and office automation functions.

Public Services

Reference Services Division

The Reference Services Division is responsible for the provision of information services to clients and for assisting them in the use of the Library's newspapers, periodicals, books and government publications, and with interlibrary loan services and computer assisted literature searches.

There are six Reference Librarians assigned to the Reference Services Division. One is always at the Information Desk to assist Library users. All members of the professional staff are expected to provide reference services to clients when required. Librarians provide factual, non-interpretative information which may range from finding the address of a firm to compiling lengthy subject bibliographies. Much of their time is spent researching diverse topical issues such as foreign investment in British Columbia, health care issues, the cultural aspects of free trade agreements and the distribution of the tax burden in Canada. The services provided are entirely objective, confidential and non-political and must meet high standards of quality and accuracy.

Newspaper Index

The Reference staff has maintained a Newspaper Index of Vancouver and Victoria daily newspapers since 1900. The newspapers are indexed selectively for material of historical, political, economic, social and local importance to the Province. The Index is arranged by subject. The section of the Index which begins in 1991 was converted from a card file and integrated with the books and government publications contained in the Online Public Access Catalogue (OPAC) which was established when the Library implemented an automation system in the fall of 1991.

Significant newspapers included in the Index are: *The Colonist* and *The Times,* published in Victoria; *The World, The Morning Sun, The Star, The Province* and *The News Herald* published in Vancouver. *The Victoria Times-Colonist,* the *Vancouver Sun* and the *Vancouver Province* are the newspapers which are currently indexed. The Index was, for administrative convenience, divided into two distinct projects—the older historical portion of the Index and a current section. Due to more pressing priorities the older portion was discontinued in October 1988. Its history is outlined below.

The British Columbia Newspaper Index 1900–1990

The Index was started by the Legislative Library in October 1915, apparently as an in-house tool to facilitate the retrieval of information in response to questions from the Members of the Legislative Assembly and the Government. Initially, only the Victoria *Colonist* was indexed and then only very sparsely, reflecting a political focus plus some war-time concerns. The Victoria *Times* was soon added but coverage was not greatly expanded. In 1924, indexing was extended to include the Vancouver *Province,* the Vancouver *Sun* and, until it merged with the *Sun,* the Vancouver *World.* In 1938, the decision was made to index the *Colonist* and the *Province* for the period 1901 to 1920. As stated in the *Report of the Legislative Reference and Order Department* for that year, this was considered "necessary for the

reason that for the period there is no index of events, provincial and local, as an aid to reference work. The existing index to the *Colonist* begins in the fall of 1915, but experience has shown that the indexing at that time is not nearly complete, which necessitates the re-indexing of 1915–1920." In 1945 it was decided "that 1900 should also be included" *(Report of the Assistant Librarian for 1946).* In 1954, the Victoria *Times* was added starting with 1906, "in order to have a Liberal viewpoint." Progress, however, was extremely slow, particularly as the indexing was carried out in addition to other duties, including the indexing of current newspapers. A phrase in the *Report of the Assistant Librarian for 1947* characterizes the problems existing then and later. "Work on the indexing of these old newspapers has proceeded slowly this year, owing to the pressure of more urgent work." In 1966, the period from 1900 to mid-1910 had been covered. The Index was closed at the end of 1970 and a new one began in January 1971. The former was microfilmed and copies distributed to various libraries.

A project to fill in the gap from 1911 to October 1915 and to index more fully the following four years, began in 1973. It was called the Retroactive Newspaper Index Project. Five newspapers were involved: the *Colonist,* the *Times,* the *Province,* the *Sun* (from 1912) and the *World.* Although it made a strong start, it too, due to staff changes and "the pressure of more urgent work," eventually began to slow down. In 1988, when indexing had been completed to the end of October 1917, it was decided that work on the Retroactive Newspaper Index would cease, two years and two months short of its goal. The Index as it stands, however, is still a unique and valuable research tool.

The current status of the Retroactive Newspaper Index, in terms of coverage is as follows:

Victoria Newspapers

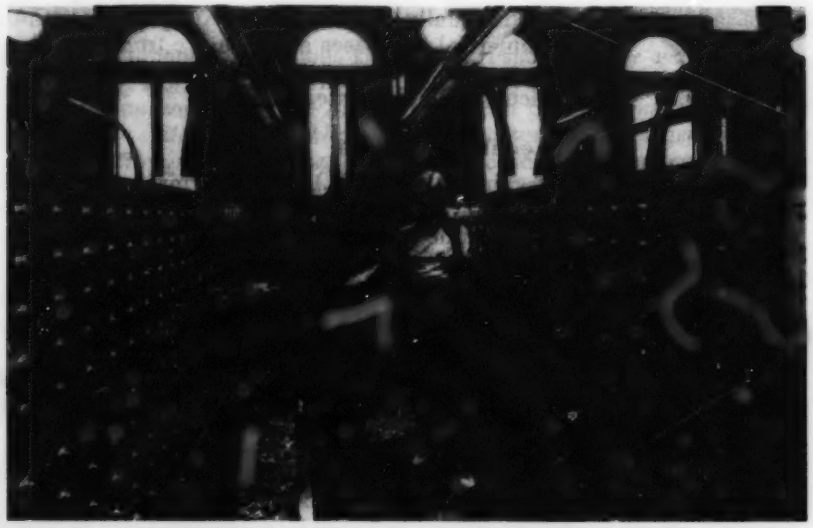
Colonist	1900–1970
Times	1906–1970

Vancouver Newspapers

Province	1900–October 1917, 1924–1970
Sun*	1912–1970
World	1910–October 1917, 1924
News Herald	1933–1957
Star	1924–1932
Times	1964–1965
Express	1970

* From 1924 to 1926 there were two editions, morning and evening.

The period from 1900–1910 is reasonably well covered, although there are gaps in some areas. The 1910 to October 1917 period is very well indexed. The period for October 1917 to 1924 is sparse for Vancouver but is reasonable for Victoria. From 1930, both scope and depth of indexing improve. Extensive revisions, corrections and additions have also been made to the Index outside the 1910 to 1917 period. This



The Reference Room: Showing the Newspaper Card Indexes before they were moved back to the Library Rotunda in 1991.

means that the microfilmed version of the 1900 to 1970 Index not only lacks the 1910 to 1917 re-indexing and new indexing but also these alterations, some of which are substantial.

With the conversion to automation and the inclusion of the current Newspaper Index in the new Online Catalogue the project has entered a new era. The card index was closed at the end of 1991 and a new online index was started. In February 1991 the 1981 to 1990 Index was filmed for the last time. Additional information on changes to the Newspaper Index are outlined under *Library Activities, 1991* in this Report.

Commerical Database Reference Service

Commerical database information retrieval systems provide information in advance of printed materials and from sources not available in print. They also offer complex searching capabilities which are impossible with manual techniques, or possible only with great expenditure of staff and time. These databases also provide users with information which would not otherwise be available in the Legislative Library. Computer online searching was introduced in January 1977 to meet the following objectives:

- Extend the research capabilities of the Legislative Library
- Extend the information resources available to researchers
- Accomplish the above at least cost.

The service began with two systems. Today the Library has access to twelve systems, which contain over 600 databases. The extent and scope of the service continues to expand and it has established itself as one of the most significant aids available to researchers who enjoy the advantages of fast and accurate searching. Computer online searching has been integrated into the traditional reference program. Librarians assess questions to determine whether searches should be

done manually, by computer, or by a mix of both techniques. Commercial databases are separate from the Library's integrated automation system and will not be included in the Dynix system which was implemented in 1991.

Interlibrary Loans

Interlibrary Loans (ILL) is the formal cooperative international procedure which permits institutions to borrow from each other. It broadens the scope of material available to clients by providing access to the resources in other libraries.

Reciprocal Agreements — This Library has reciprocal Interlibrary Loan agreements with the University of Victoria and the University of British Columbia. Instead of adhering to the more cumbersome international code, the three institutions reduce their administrative costs through an exchange of material based on "quid pro quo" arrangements.

The *Envoy Electronic Message Service* is an electronic mail system which allows participating institutions to transmit requests via computer terminals. The Legislative Library first subscribed to the service in January 1983.

Technical Services

Government Publications Division

The Government Publications Division is responsible for acquiring, processing, storing and retrieving the Library's government publications, compiling *The British Columbia Government Publications Monthly Checklist,* and administering the *Legislative Exchange Program* and other exchange and deposit arrangements.

Government publications are defined as Federal, Provincial, Crown Agency, and State publications. The library separates government publications from book and periodical materials which are produced by non-government and private sector organizations and before May 1988, they were recorded in a separate manual card file. Publications are arranged according to jurisdiction, in alphabetical sequence. In 1978 the Division devised its own alpha-numeric coding scheme to facilitate retrieval and re-shelving of government publications in an expanding collection. The coding scheme has been published in John Pemberton's *The Bibliographic Control of Official Publications,* Pergamon Press, 1982. It has also been implemented by the British Columbia Attorney General's library.

In 1988 the Division began entering records into the Utlas International Canada (Utlas) database. These records were thereafter searched simultaneously with non-government material in the Computer Output Microfiche (COM) catalogue. With the implementation of the Library's automation system in the fall of 1991 the Government Publications records included in the COM catalogue became part of the Online Public Access Catalogue. Details on the change are included in *Library Activities, 1991,* in this Report.

The Legislative Exchange Program

This program is a co-operative exchange between British Commonwealth legislatures and parliaments. It ensures that each jurisdiction receives its full complement of parliamentary publications from participating institutions. Members of the program include Great Britain, Australia, the Canadian Parliament, Canadian Provincial Legislatures, and some United States jurisdictions. British Columbia publications sent to exchange participants include:

- British Columbia Gazette, Parts I, II and Index
- Journals of the Legislative Assembly
- Bills, first Reading
- Bills, third Reading
- Orders of the Day
- Votes and Proceedings
- Legislative Debates and Index
- Statutes
- Annual Index to the Revised Statutes, 1979
- British Columbia Government Publications Monthly Checklist and the Annual Cumulation
- Telephone directory: Government of British Columbia
- Other special publications

The British Columbia Government Publications Monthly Checklist

The *British Columbia Government Publications Monthly Checklist (The Monthly Checklist)* was designed to improve the public's knowledge of and access to British Columbia government publications. In British Columbia each ministry is responsible for the distribution of its own publications. This decentralized system makes it difficult for the public to have easy access to the wide range of available government publications. Since the Legislative Library is the provincial depository library and has frequent contact with the ministries and printing agencies, several organizations requested that it publish a list of its recently received British Columbia government publications. In 1970 the Library began in-house publication of the *Monthly Checklist* to provide the public with the necessary guide to current government publications.

The *Monthly Checklist* and the *Annual Cumulation* are now processed by custom and IBM software at British Columbia Systems Corporation. It is sold to subscribers by Crown Publications Inc., the private sector organization which is responsible for the sale and distribution of selected government publications.

Cataloguing Section

The functions of the Cataloguing Section include the cataloguing and classification of the Library's non-government publications and participation in the Cataloguing in Publication Program (CIP) which is sponsored by the National Library of Canada.

Cataloguing Services

The Legislative Library uses the Dewey Decimal Classification System, the Library of Congress Subject Headings and the Anglo-American Cataloguing Rules (AACR2) for the organization of all non-government book materials.

For the Library's first eighty years the card catalogue was the chief retrieval source for the book collection. Over time the efficiency and effectiveness of card catalogues have declined and their maintenance has become more costly. By the early 1970s it became increasingly evident that more and more users avoided card catalogues whenever possible. Surveys showed that lack of perseverance and a poor understanding of their structure and rules, such as filing sequences, resulted in a high number of retrieval failures. In seeking solutions to these problems many Canadian libraries, including this Library, turned to automated cataloguing systems which offer the benefits of decreased time for searching and maintenance and less time and effort to understand the system in order to use it successfully.

Computer Output Microfiche (COM) Catalogue

In January 1979 the Legislative Library began using the University of Toronto Library Automation System (Utlas) catalogue support service to build up a file of machine-readable records. This file was used to produce a computer-output microfiche (COM) catalogue. The card catalogue was closed at the end of March 1979. Access to all books added to the collection since that date was provided through the

COM catalogue until the implementation of the automated catalogue. In the fall of 1991 these records were used to form the base of a new online catalogue.

Retrospective Conversion

While the initial use of Utlas was intended for current cataloguing only, the Section steadily built up the COM catalogue by transferring card catalogue records to the database whenever copies or volumes were added to items in the collection.

The Online Public Access Catalogue (OPAC) 1991

After an extended search for a suitable system, the Legislative Library implemented an online computer assisted system in which the user, with little knowledge of how the system works, is able to find what is needed quickly and with little effort. In 1991 the Library selected the Dynix system and began implementation in March. Current progress is outlined later in this report.

Cataloguing In Publication (CIP)

Cataloguing in Publication (CIP) is a program coordinated by the National Library of Canada through which new Canadian publications receive library cataloguing before they are published. Since May 1978, the Legislative Library has been the official agent which supplies CIP data for the publications of British Columbia ministries and Crown Agencies. In August 1980 the program received official sanction from the Executive Council. Under Cabinet Directive 80-2, all titles which fall within the scope of the CIP program must be submitted to the Cataloguing Section for CIP before publication.

Benefits of the Program

CIP ensures easy access to provincial government publications.

- Bookstores, libraries and information centres in North America and beyond are provided with timely information with which they can select and order publications.
- Small libraries and other institutions which lack the highly technical skills of professional cataloguers are provided with essential cataloguing information in the publication when it is acquired.
- Libraries and information centres are able to make government publications quickly accessible to researchers and the general public.
- Elusive publications which might otherwise be lost to future researchers are added to the Legislative Library's collection.

An example of CIP can be seen at the beginning of this report. Appendix IV illustrates full CIP entries for two British Columbia government publications.

Acquisitions and Filming Section

The Acquisitions Section is responsible for the selection and acquisition of all non-government books, periodicals, newspapers and microforms. Staff members perform bibliographic searching, ordering and recording of new materials before they are sent to the Cataloguing Section and the Reference Services Division.

Filming Unit

Through the activities of the Filming Unit original documents such as British Columbia newspapers, periodicals and government publications, notably the Papers of the Clerk of the House and government news releases, are filmed for retention by either the Legislative Library or the British Columbia Archives and Records Service. The Unit works closely with the latter agency, which is responsible for quality control and testing of all microfilmed products and for housing non-government literary, historical and artistic works, including the Provincial Newspaper Collection on microfilm.

Behind the Scenes: Newspapers on their way to be filmed.

Library Activities, 1991

Introduction

Libraries tend to focus on building resources and providing services to meet the special needs of their users. Changes in the ways those services are delivered are gradual and may go unnoticed. Occasionally, however, new technology introduces a dramatic change which impacts on both staff and users. Today many libraries have embraced automation technology to increase efficiency and improve service. Some institutions took the plunge with an entrepreneurial "just do it!" approach and have outpaced more conservative institutions in enjoying the benefits of library automation. The British Columbia Legislative Library observed the progress of these leaders, learned from their experiences and gradually integrated changes which lead to an automated system within the Library. The implementation of the new system covered a three year period. The chief aim of the lengthy change period was to ensure that every member of the staff became an active participant in the process, whether or not they were currently using computers in their work. Staff, therefore, helped to plan for and determine the kind of system the Library would choose. The process helped them understand how their jobs and the organization would change in the near future. This involvement gave the staff a sense of ownership of the project and helped to implement the system with minimum inconvenience to the Members of the Legislative Assembly and their staffs.

In striving to implement an automation system the staff vividly demonstrated the pursuit of excellence in service to users and concern for the organization which have become traditions of this Library. The greater portion of their activities for 1991 were focused on getting the system up and running. Their focus is reflected in this report. Where computer and library jargon are used, explanations will be found in the Glossary (Appendix VI), beginning on page 45.

Public Services

Reference Activities

The Reference Services Division continued to focus on meeting the information needs of its clients in a timely and efficient manner despite the changes and pressures caused by the implementation of the automation system. The overall number of questions decreased by about eight percent during 1991, returning to 1988 levels. This decline was probably due to the exceptionally short legislative session. The House sat for only thirty-five days in 1991 compared to eighty-four sitting days in 1990.

The online search service answered 205 queries, a decrease of approximately fourteen percent. Fifty-five percent of searches were performed for Members of the Legislative Assembly and Legislative Assembly staff.

Newspaper and Periodical Indexes

The New System

1991 was a significant year for the Newspaper Index and its staff. In January the 1981–1990 index was closed and a new 1991 card index was started. Since the 1991 card index will be added to the Dynix automated system, which amalgamated the newspaper stories with books and government publications, it was necessary to ensure that all subjects and names corresponded to those used in the main COM catalogue. The checking required a considerable amount of extra work for the indexers and the index coordinator. The new system will, however, enable users to move between the books and government publications and the newspaper sections while using the same subject and name headings in the online catalogue. It will, in the near future, reduce the number of sources to be consulted.

The latter part of the year was devoted to the conversion of the manual index for 1991 to the online database. With guidance from Sheila Gann and Cataloguers: Marjorie Howell and Wendy Carmichael, a MARC record for the Newspaper Index was devised and mapped to the Dynix bibliographic record. In September and October Marjorie Howell instructed the Newspaper Index staff in the use of the MARC record including the fields, tags and subfield indicators used in building the record in the automated system. She also provided useful training and reference materials to help the staff become proficient with their new tasks.

In October, the typists began to input news stories from the beginning of 1991 into the online database in addition to typing the manual index card entries to ensure continuous service to users while the new system was being built. By the end of December 535 records had been entered, including 160 "dummy records" containing the more than 1,400 subject and name headings started during 1991. Rhonda Foster, Wendy Walls and Dorothy Jones are to be particularly commended for their hard work during this period.

Filming the Index, 1981–1990

The 1981–1990 Newspaper Index was filmed by Precision Micrographic Services Ltd, in February. This is the last time that the Index will be filmed since the records which begin with January 1, 1991 will be part of the Library's online database.

Retrospective Newspaper Index

Although the Retrospective Newspaper Index (1900–1970) was closed in 1988, some editing is still being done. All the edited cards have now been filed into the main index and new drawer labels have been typed.

Hansard Videotapes

The Library has made arrangements with the Chief of Hansard to store and make available for viewing, the Hansard videotapes for the current and previous Legislative sessions. A section of the stacks has been set aside to house the collection and planning was begun for acquiring the necessary equipment and furniture. Loan policies have also been established.

Circulation

Circulation decreased by approximately eight percent. Since only loans to Members of the Legislative Assembly declined, the decrease can be attributed to the short legislative session. The automated circulation system which is planned for 1992 will be a great saving in staff time and effort and is eagerly awaited by circulation staff.

Interlibrary Loans

The Library borrowed only fifty items during 1991, a decrease of forty-six percent. It is encouraging to note that it is now seldom necessary to go outside the collection to fill users' requests and the carefully maintained acquisitions system is working effectively. On the other hand, lending to other libraries increased by thirteen percent. The Interlibrary Loan Service continues to operate efficiently under the direction of Patricia Somerton, assisted by Rhonda Foster.

The Library Rotunda and Information Desk, 1990.

Publications and Reference Materials

The staff continued to produce publications which they anticipate will meet specific information needs of the Members and their staffs. Despite their increased automation implementation activities an impressive array of these materials were produced. They included:

Current Contents which are bibliographies on timely topics. Five issues were produced in 1991. The topics were:

- The Aging Population (Williams Peters)
- Environmental Politics, Part II (Patricia Somerton)
- Public Opinion Polls (Mary Ann Murphy)
- Free Trade: Canada, United States, Mexico (Gordon Yusko)
- Family Violence (Vivienne Bruce)

Recent Accessions which are monthly listings of selected new books and periodical articles. All twelve issues of Recent Accessions were published during the year.

Women Members of the Legislature of British Columbia was revised by Vivienne Bruce who produced the first edition in 1988.

British Columbia Executive Council Appointments 1871–1986 was also updated by Vivienne Bruce. The *Vander Zalm Cabinet* and the *Johnston Cabinet* were completed and work also began on the *Harcourt Cabinet.*

Vivienne Bruce also compiled a package of information on the 35th General Election which took place on October 17th. The package included election results, statistics and lists of Members of the Legislative Assembly by various categories as well as biographies and photographs of the new Members.

Library Instruction and Promotion

Throughout the year orientation and instruction sessions were given to new Members of the Legislative Assembly, caucus research staff and members of the public service. In addition, tours were given to the Legislative Interns (January 4), library technician students from Fraser Valley College (February 21) and from Vancouver Community College (March 28). A half-day workshop on how to use the Library and its specialized information sources was given to the Legislative Interns by Maureen Lawson on March 7th.

The display case was used to promote Library resources on topics such as Iraq and the Persian Gulf, Local History of British Columbia, Parliaments, Elections and Representative Government, Halloween, Remembrance Day and Christmas. Patricia Somerton was once again responsible for presenting these lively and entertaining displays.

Collection Development and Stack Maintenance

Further efforts were undertaken to make more efficient use of the limited stack space by shifting, discarding and transferring library materials to other institutions where they will receive greater use. Specifically:

- Four hundred and twenty-one titles (1,440 volumes) were transferred to the Royal British Columbia Museum Library.
- The 1971–1990 Newspaper Index catalogues were moved into the Library Rotunda in order to provide space for new OPAC terminals and tables in the Reference Room.

- The Vertical File was weeded extensively, reduced from three filing cabinets to one and moved to Deck Five in the stack area.
- Shifting the books in the Old Reference Collection was completed by Cynthia Greenman, ShannonLee Henderson and Bill Williams.
- The Members of the Legislative Assembly Biography File was amalgamated into three filing cabinets and moved to the second floor.
- Discussions regarding further transfers of material continued with the University of Victoria's McPherson Library. Although the Special Collections Division has expressed an interest in receiving these publications, their limited available space has made them reluctant to take materials at the rate at which the Legislative Library wishes to transfer them. In February, twenty-six titles (667 volumes) were donated to the University. However, no further transfers have been made despite attempts by the Legislative Library to speed up the process.
- With assistance from Linda Webster, Cataloguer at the British Columbia Provincial Archives and Records Service, copies of some Colonial Ordinances, which help to fill in a gap in the Library's holdings of early British Columbia Statutes, were transferred to this collection.

Learning to use the new Dynix System: Patricia Somenton and Bill Williams in the foreground, with the old Newspaper Index, which has been returned to the Rotunda, in the background.

Technical Services

The Technical Services Division staff made several system-related decisions in consultation with public service staff, to ensure that those decisions were in the users' immediate and long term interests. The result has been excellent co-operation with the Reference Services Division and a growing respect for and understanding of the roles of each group. There is also a recognition of the need for closer interaction in the future. The goals of the Division will, therefore, focus on developing tools and providing value-added products which assist the public service staff. Much of the coming year's efforts will be spent on system implementation. As each phase is completed, the Technical Services staff will introduce new types of material to the database. With the automated system in place, it will be possible to provide access to material which was previously inaccessible. Automation, which began in the Technical Services area, has now migrated to all areas as well as the users they serve.

Cataloguing Section

Wendy Carmichael assumed the position of Acting Head of the Section and was responsible for planning, documenting and implementing CD-CATSS and Dynix. The remaining Cataloguers, Marjorie Howell and Lois McGregor, also participated in the planning and implementation of the new system. The Utlas budget was substantially reduced in anticipation of the implementation of the Dynix cataloguing module early in the year. When the start-up date was delayed, the Section had to reduce its cataloguing activities in order to remain within its budget. As a result, current cataloguing decreased forty-four percent and Recon was substantially reduced. A total of 2,214 volumes were discarded. The year ended with a backlog of 600 uncatalogued items.

Cataloguing in Publication (CIP)

The number of CIP items increased by twelve percent over the previous year. Full cataloguing treatment was given to 364 titles while the remaining sixty-four titles were assigned ISBN or ISSN numbers. Full cataloguing was also provided for twenty-one selected British Columbia government serial publications.

In January the library for the Ministry of Attorney General requested that the Library of Congress modified law (KF) classification number be included in CIP for provincial legal publications. A number of law collections in Canadian libraries continue to use the old KF classification schedule rather than the new KE law schedule. The National Library agreed to include the information and Marjorie Howell attended a two day seminar at the University of British Columbia to learn how to assign the schedule. The first CIP with the KF schedule appeared in February in the publication: "Acquaculture Legislation in British Columbia."

Facsimile transmitted CIP information increased by seventy-nine percent over the previous year with messages to the National Library reaching 1,525 pages and those to government departments totaling 325 pages. Quick turnaround time in receiving the publication for CIP, sending the information to the National Library and then transmitting the CIP information back to the originating agency, is critical in ensuring effective performance and the facsimile service has enabled the cataloguers to meet the needs of all the people involved.

The staff produced CIP information on the traditional typewritten multi-part form for the last time in June. Information is now prepared on the Wang word processor. Correcting the CIP data is now easier and the finished product is of superior quality.

The Library continued to include distribution and price information for selected CIP records to improve ease of access to the public. Forty-two records received this enhanced treatment.

Government Publications and Utlas

The Government Publications Division input 1,215 records for current material and 140 records for Recon items. The Cataloguing Section continued to assist the Government Publications Division with the typing of authority cards and inputting bibliographic records for British Columbia publications.

Cataloguing and Utlas

As a result of increasing Utlas costs and the implementation of the Dynix cataloguing module in the fall, the use of Utlas and its products were evaluated. The Library continued to use and receive Utlas products although the number of records input into the system decreased as a result of staff involvement in automation planning and budget constraints. When the implementation date was delayed, the Cataloguing staff, in consultation with the Reference Services Division and the Government Publications Division, decided to input only reference items, publications chosen to appear on the Accessions List, rush requests and miscellaneous items designated "important."

As part of the Dynix implementation process, bibliographic records were taken from the Utlas database and transferred via tape to the Dynix database. In the spring, librarians in the Cataloguing Section and the Government Publications Division held a series of meetings to establish specifications for the bibliographic and authority tape products which were to be loaded into the new system. These included discussions on the type of subject headings to select, whether both completed and "on-order" bibliographic records should be included and what files were to be matched against the authority files. Utlas scheduled a "Database Walk" which involved looking at every bibliographic record in the file and then linking the authority headings in those records to matching authority records in selected authority files, such as those at the National Library of Canada. Two test tapes for loading onto Dynix were produced at the beginning of May. One tape contained 200 bibliographic records and the other listed the authority headings found in the bibliographic records. Paper versions of the records on tape were also received for study by the staff. A cut-off date of June 10th for bibliographic and authority records was scheduled when Dynix gave the "go ahead" after the successful loading of the test tapes was achieved. The final tape contained 52,191 bibliographic records which now form part of the new online system.

The records created after June 10th and the fall start-up date for Dynix were added to the database via an Utlas product called CD-CATSS which is a cataloguing and database maintenance system used to provide access to MARC bibliographic records on CD-ROM disks at a local workstation. Bibliographic records can be copied from the CD-

ROM database or "imported" from CATSS into the workstation for editing. Original records can also be created. Full screen editing is part of the package. The Library purchased a "contributing user" subscription to CD-CATSS and began using it in May. The workstation is located in the Cataloguing Section and is shared with the Government Publications Division. Records created from CD-CATSS are copied onto diskettes and then loaded onto the Dynix computer. Eight hundred and seventy-two records were loaded via CD-CATSS. The Library has substantially reduced the online connect costs to Utlas in Toronto. Since the cost of importing a CATSS record is cheaper and there is no cost for deriving a record from the CD-ROM database, editing existing records, or creating an original record in the CD-ROM workstation, the new system is both effective and economical. Costs have decreased by at least one-third overall. Cataloguing now derives approximately sixty percent of its records from the CD-ROM database while the Government Publications Division derives approximately forty percent of its records from the CD-ROM database. Using CD-CATSS to load records onto Dynix means that records are available two to three weeks faster than they would be on the COM catalogue from Utlas. All Divisions are pleased with the product and particularly like its full screen editing capabilities.

The Library continues to receive a COM catalogue and accessions list from Utlas. Twelve issues of the Recent Accessions List bibliography were produced from records contributed by the Cataloguing Section and the Government Publications Division. As a further cost saving measure it was decided to cease production of the shelf list on cards beginning on December first. To prevent duplication of call numbers, temporary shelf list slips will be added to the old manual system.

Clerk's Papers

The organization of the Clerk's Papers is proceeding efficiently. Papers for 1902-1929 were transferred to acid-free file folders and the lists on the old envelopes were photocopied and stored so that no information would be lost during the transfer. Acid-free folders have now replaced all the old envelopes for the files from 1883 to 1949. Documents tabled in 1990 were shelved in their allocated place in the Dome.

Acquisitions Section

During 1991, the Acquisitions Section focused on training new staff members and preparing for the implementation of the Dynix integrated library system. The Datatrek system which was installed in 1989 continues to handle automated ordering and receiving routines although the disk storage is almost filled to capacity. The automated shelf list for serials and newspapers has proved a useful means of calculating the number of titles the Library receives and of providing a printed list for the consideration of potential serials agents. The Section decided not to switch the standing orders activity over to a serials subscription agent until after the Dynix acquisitions module is up and running.

Both the Acquisitions Librarian and the Serials Librarian received Dynix terminals in October. Although the Acquisitions and Serials modules are not yet in place, access to the automated catalogue has already expedited the first step of the pre-order searching process which is much faster with the automated catalogue than with the COM catalogue.

Collection development continued to function well. In addition to its primary role of gathering consensus on titles to be purchased, the Collection Development Committee continued to be a useful forum for the review of collection policies. The feedback from Reference Services and Government Publications librarians who participated in discussions with the Committee provided a valuable guide for the selection of materials.

The Acquisitions Section: Shannon Campbell in the foreground with John MacEachern "trouble shooting" in the centre and Barbara de Jong collating newspapers.

Application of the Goods and Services Tax (GST)

With the implementation of the federal Goods and Services Tax (GST), the Acquisitions Section encountered a variety of problems with suppliers who attempted to apply the tax to library purchases. Suppliers were sent a letter explaining the Library's GST exempt status. Some problems have, however, persisted with goods shipped from the United States and intercepted by Customs at Canada Post. After a number of discussions with Revenue Canada officials and with assistance from the Ministry of Finance, a successful channel of communication for resolving these problems was established.

Serials

The Serials Librarian, assisted by Glenis Stenger, Donna Morrison and ShannonLee Henderson, devoted a great deal of time to the management and improvement of the serials collection. Much effort was devoted to bringing existing records and methods to an acceptable degree of readiness for conversion to the new automation system. Glenis Stenger and Donna Morrison were extremely helpful in this exercise and their efforts were greatly appreciated. With their help, a robust and effective claiming program was initiated and the results were very successful. One thousand, five hundred and twenty-six claim letters, supplemented by numerous telephone calls, were sent to suppliers.

Under the continued direction of the Collection Development Committee, Rod Cardin the Serials Librarian, with the assistance of Library Clerk ShannonLee Henderson, carried out an extensive weeding of the serials collection. Three hundred and fifteen discarded titles were donated to the Canadian Book Exchange and appropriate local libraries. Seven hundred and twenty-two boxes containing some 41,945 separate serial items were also shipped from the Library. In addition, bound volumes of the Nelson newspapers in disbound form were donated to the Nelson museum and replaced by microfilm copies. Several hundred bound volumes of the Vancouver *Sun* for the years 1941 to 1959, inclusive, were also sent to West Canadian Graphic Industries of Calgary for microfilming. In return the Legislative Library received two complete microfilm sets of the newspapers. This new microfilm replaces existing microfilm which is of poor quality. Approximately fifty feet of valuable shelf space has been retrieved for other purposes.

Statistical analysis of the serials collection has been greatly facilitated by the completion and ongoing update of the automated shelf list of serial and newspaper titles which uses R-Base software. The new system allows the staff to track the life and usefulness of serials in the collection and gives them information on their workflow. At the same time, 136 periodicals, seven newspapers and thirty-two catalogued serials subscriptions were cancelled and 176 periodicals, eleven newspapers and forty-four catalogued serials records were suspended for various reasons. Approximately 425 additional serial titles are presently under review since no issues have been received for two years or more.

Filming Section

Current Newspapers Filmed

In 1991 staff in the Microfilm Section filmed 170 current British Columbia newspapers onto 157,202 frames. Production fell behind during the year due to various mechanical problems with the camera.

Retrospective Newspaper Filming Project

The third year of the off-site contracted filming project with Deines Micro-Film Services Ltd., has now been completed. The process went fairly smoothly, enabling the section to complete the targeted filming by the end of December. The company produced the following titles on microfilm:

- *British Columbia Commonwealth*–April 1892 to December 1892
- *British Columbia Co-operator*–January 1967 to December 1969
- *The Chipper*–January 1974 to December 1975
- *Daily Columbian*–January 1902 to December 1903
- *Daily Columbian*–January 1906 to June 1906
- *Daily Columbian*–January 1974 to December 1975
- *The Leaser*–September 1928 to September 1930
- *Nelson Daily New*–April 1902 to December 1904
- *Nelson Daily News*–September 1951 to December 1969
- *Slocan Mining Review*–September 1906 to December 1906

The British Columbia Archives and Records Service notified the Section that some microfilm boxes used by the Library contained a substance which causes oxidation blemishes and over time damages the film. As a result, approximately 1,200 boxes had to be replaced with acid-free or plain cardboard boxes.

Automation

Automation made a quantum leap in 1991 and the dreams and paper plans finally became a reality when the Library signed the contract with Dynix Library Systems Inc., of Waterloo, Ontario on March 26th. The computer for the integrated automation system was put in place, a database was loaded, its indexes were built and the staff began using the system. It has been designed to include all major functions of the Library. Through a Local Area Network (LAN) System and an Online Public Access Catalogue (OPAC), access to Library information and materials will be streamlined. With only one major software module in place, reports indicated that staff quickly adapted to the system and find it useful. Dynix is quickly becoming the common tool for both the staff and their patrons.

By the end of 1991 the project had progressed to the implementation of phase one: installation, dataload, cataloguing, Newspaper Index setup, searching, authority control, acquisitions list and word processing via a LAN (Local Area Network). An IBM RS6000 computer, a LAN, twenty-seven terminals, twenty-five printers, four personal computers and two barcode readers were installed and a database of 52,191 bibliographic and 47,506 name and subject authority records downloaded and indexed.

Staff began using the new online catalogue immediately after it was set up on September 20th. It offers the choice of eighteen access points and is more up-to-date than all previous catalogues and systems. It also allows staff to search from their desks and print out results immediately. The online catalogue quickly became the preferred choice over the old COM and card catalogues. It is easy to use and much more flexible than the manual systems. Staff have been able to find material and answer questions more quickly than has been possible in the past. Behind the scenes, however, there remains a period of transition with awkward workflows and some duplicate work. This is expected to change when the remaining modules are added and base files are established. The cross-divisional co-operation and communication which began during the planning stages of the process have continued since workflow and decision-making often extend across divisions. The task force structure which was used during the planning phases was not required during the implementation stage, although informal start-up teams which interacted with other staff groups formed as needed and seemed to work fairly well.

There were a number of minor set backs during the implementation process, which is normal in such a complex project. LAN setup was the most problematic part of the installation. Although most issues have now been resolved, name and subject authority control still requires more work before it can be accepted. Overall, however, the project is proceeding smoothly and is within its budget. Twenty-two percent of the total project allocation has been spent to-date.

The next phase will be implementation of the Online Public Access Catalogue (OPAC) which is planned for the first quarter of 1992. Every effort will be made to have it in operation for the first session of the 35th Parliament. Acquisitions, Fund Accounting, Serials Control, Circulation and the *British Columbia Government Publications Checklist* will follow. A detailed outline of the project is given in Appendix III.

Using the new online catalogue in the Reference Room.

Government Publications Division

The implementation of the new automation system had a significant impact on the Government Publications Division and its overall workflow. As a result of the project the Division continued to become more closely integrated with other areas of the Library, especially with Reference Services and the Cataloguing Section. There was a decrease in many of the traditional activities of the Government Publications Division and few special projects were attempted, due to the pressures of the automation schedule.

British Columbia Government Publications

The prevailing decentralized publication policy for government organizations continues to create inefficiencies within the bibliographic system. As a result, the automatic deposit system is no longer as complete as it used to be and the cost of the government's publications acquired for the Library continues to increase.

Provincial Depository Library Pilot Project

The first year of the depository pilot project which was set up to assist libraries throughout the Province acquire government publications is now over. On March 15th, John MacEachern attended a meeting of the Government Publications Committee of the British Columbia Library Association (BCLA), to participate in a presentation about the program which was being prepared for the BCLA's annual convention. On November first, the progress of the pilot was also discussed at the University of British Columbia. Serials were the most common publications sent to participating libraries and a few monographs such as the *B.C. Guide: Programs and Services of the Provincial Government,* were included as well. Two of the libraries represented on the committee reported the receipt of approximately two annual reports each month; otherwise, few unpriced publications were received directly from the ministries or branches. The budget for the first year was increased by the Library Services Branch from $50,000 to $65,000 to cover these monographs and the new federal Goods and Services Tax which must be included since the program is administered by the BCLA and not the provincial government.

The mechanics of the operation are somewhat cumbersome. When an invoice is received by the British Columbia Library Association from Crown Publications Inc., an Envoy message is sent to all depositories. After the majority of libraries have reported that the publication has been received, the invoice is processed. Fran Rose, who was seconded from the University of Victoria to oversee the project, monitors the running total spent from the budget. The Library Services Branch continues to work with the British Columbia Library Association to improve the operation of the pilot project.

Monthly Checklist Survey

The British Columbia Government Publications Monthly Checklist

A survey of the Monthly Checklist was sent to subscribers in the late winter to assist in planning its expected integration with the Dynix automation system. Almost one hundred responses were returned from the total of 240 sent out by the Division. The returns indicated

that most respondents had between 1,000 and 10,000 government publications in their collections. They were fairly evenly divided between government, public and university and college libraries. The majority used the *Checklist* as an ordering tool and for reference and verification purposes. Few were interested in Dewey or Library of Congress classification numbers, and fewer still in the Legislative Library's own document classification number. Half of the respondents do not use the Periodicals Annual which is an alphabetical list of the periodicals published during the year; thirty-six percent do. Only thirty-nine percent use the Final Periodicals section.

Legislative Exchange Program

The Legislative Exchange program, which guarantees that participating Commonwealth Legislatures receive a full complement of each others' publications, continues to function effectively, despite the overall increase in cost. For the first time the costs of purchasing British Columbia publications to be sent to other parliamentary libraries is greater than the cost of purchasing those that are added to this Library's collection. The bulk of the increase is due to Canada Post's increased postal rates which are passed on by Crown Publications Inc., the private sector bookstore, which sells the Province's publications. As a result, the Sessional mail subscription increased by forty-six percent, the British Columbia Gazette Part I increased twenty percent, and the Hansard daily issues increased thirty-six percent. Special mailings of the *Hughes Report on the Sale of Fantasy Gardens World Inc.*, the *B.C. Guide*, and the *Report of the Royal Commission on Health Care and Costs* were also made to participating libraries.

Utlas Use

The cost of cataloguing government publications through Utlas can no longer be calculated separately. There was the expected drop in online charges which resulted from the introduction of CD-CATSS, and the cutback in cataloguing to save online time and fiche production costs. At the end of the summer, all logging on to the Utlas database was done through the new CD-CATSS account number, which groups all network cataloguing activities together. The only meaningful dollar figure is, therefore, the overall amount spent for the Library's cataloguing as a whole, which is discussed in the Technical Services section of the Annual Report.

Organization and Staffing

The general functions of the Library continued on a steady path although there was a marked trend towards cross divisional activities, brought about by the implementation of the new automation system.

Staff Changes

The Acquisitions Librarian, Ken Cooley, left the staff on March 28th to take a position at the University of Victoria as Humanities Reference Librarian. The new Acquisitions Librarian, Nancy Barnes, joined the Section on May 21st. Shannon Campbell, the Senior Acquisitions Clerk, left on sick leave on March 21st. Glenis Stenger, the Office Assistant 2 in the Section, did an admirable job as her substitute. Donna Morrison from the Newspaper Indexing Section lent valuable assistance as the temporary Office Assistant 2. Due to these changes, the Section's staff spent a good portion of their time training staff and adjusting to new colleagues. During Donna Morrison's secondment to the Acquisitions Section, she was replaced in the Newspaper Indexing Section by Dorothy Jones.

Stephen Norman, Reference Clerk, left the staff to return to college. He was replaced by Cynthia Greenman who transferred from the position of Library Clerk. She was replaced by ShannonLee Henderson on August 7th. Gordon Yusko left the staff on October 11th to become the Lower Mainland Regional Manager with the Library Services Branch. He was replaced by Pamela St. Denis on November 28th. During November the Newspaper Indexing Section was assisted with the input of records for the new Newspaper Index database by Perveen Khan from Kelly Temporary Services Ltd.

Linda Jackson took maternity leave from January 30th to September 9th. During her absence Patty Lewis assumed Donna Locken's duties in order to free up Ms. Locken's time to perform tasks usually assigned to Linda Jackson. Judi Bennett acted as Patty Lewis' supervisor. Barbara de Jong, the Senior Microfilm Clerk in the Acquisitions Section, assisted the Division throughout the year, especially with Utlas work. After the CD-CATSS system was set up in the spring she became the sole operator for the rest of the year.

Joan Barton, the Director, returned from a one year secondment to the Service Quality BC Secretariat on October 1st. On her return, Sheila Gann, who acted as Deputy Director, returned to her position as Manager of the Technical Services Division to oversee the implementation of the automation system. While Sheila Gann concentrated on the demanding automation project, Wendy Carmichael and Ken Cooley substituted as Manager of Technical Services in the Cataloguing Section and Acquisitions and Filming Sections, respectively.

The full-time complement of staff at the end of 1991 stood at thirty-three and a half. Distribution was as follows:

Office of the Director	4.5
Reference Services Division	11
Government Publications Division	5
Cataloguing Section	7
Acquisitions and Filming Section	6
Subtotal	33.5
Sessional Assistants	2
TOTAL	35.5

Staff Development

The automation project focused the training efforts of the staff on acquiring computer-based skills to help them meet the challenges offered by the new system. Formal job training programs continued from the previous year and were stepped up to meet specific needs of staff members who were directly affected by the new system and workflow changes. Training was not always related to automation, however, and many individuals managed to fit in personal development activities with their other work activities.

Staff Training

Systems

- *Information Systems Branch:* In preparation for assuming responsibility for the computer work with the new automation system and other computer related activities all staff members attended a seminar entitled "Security Awareness: What You Can Do," given by the Information Systems Branch (February 1 and October 22, 23).
- *British Columbia Automated Cataloguing Committee* (BCACC): Wendy Carmichael attended a meeting of the British Columbia Automated Cataloguing Committee at Vancouver Community College. The morning was spent on the inaugural arrangements for the *B.C. Dynix Users Group.* Topics included status reports from the individual libraries and problem solving discussions. The afternoon meeting covered such issues as automation, the GST, computer networking and the Electronic Library Network (May 17).
- *Dynix Users Group:* Sheila Gann attended a Dynix Users Group (CANDU) meeting in Montreal to review developments at Dynix and discuss the system enhancement process, telecommunications between Dynix users, custom programming, cost-sharing and the election of officers to the Group (June 1).
- *Dynix Automated Library System:* Sheila Gann and Wendy Carmichael visited the Canadian office of Dynix Automated Library Systems Inc., in Waterloo, Ontario, for meetings about system implementation, dataload decisions and orientation (August 8-9).
- *Dynix Advanced Searching Features:* Maureen Lawson, Mary Ann Murphy, Patricia Somerton, William Peters and John MacEachern attended the advanced searching workshop which introduced them to searching techniques used in the Dynix system (October 29).
- *Dynix Newspaper Index Input, Editing and Searching:* Maureen Lawson, Mary Ann Murphy, Rhonda Foster, Wendy Walls and Dorothy Jones attended this workshop to prepare them for building the Newspaper Index in the automated system (October 31).
- *Dynix Cataloguing Module:* Sheila Gann, Marjorie Howell, Wendy Carmichael and Lois McGregor from the Cataloguing Section and Roger Young and Linda Jackson from the Government Publications Division attended training sessions for the Cataloguing module given by Jeff Guild from Dynix (October 30-31).
- *B.C. Dynix Users Group:* Sheila Gann and Wendy Carmichael attended a Dynix Users Group meeting at Camosun College. Items discussed included status reports, problems that libraries are

having with the system and communication activities between various Dynix libraries and users groups. Wendy Carmichael also participated in a meeting of the British Columbia Automated Cataloguing Committee. Following the meeting there was a tour of the new Camosun College Library (November 15).

Sheila Gann attended a Dynix Users Group meeting of systems administrators at Vancouver Community College. The topics discussed included the structure and affiliation of the Users Group, telecommunications, the enhancement process and local developments (December 13).

- *QL Introductory Workshop* (QL Systems Limited): Patricia Somerton attended this workshop to acquire skills in searching the QL system which contains British Columbia Statutes, as well as those from other provinces (September 12).
- *Dialog Introductory Training* (Dialog Information Services): Pamela St. Denis attended this workshop to introduce her to the techniques of searching a system which contains several hundred databases of full text newspapers and bibliographic citations (December 10).
- *CAN/OLE Introductory Training and Intermediate Training* (CISTI/ Canadian Online Enquiry Service): Pamela St. Denis attended two introductory workshops to improve her searching skills in one of the commonly used databases in the Library. Vivienne Bruce attended the Intermediate Training session (December 5 and 6).

Office Skills

- *WordPerfect Training:* The WordPerfect software package has been added to the new automation system. The Wang word processing system will be phased out over time. A training schedule for WordPerfect has been arranged, based on the priority needs of the staff. The following individuals received the WordPerfect training offered by the Ministry of Government Services, Information Systems Branch: Sheila Gann, Rhonda Foster, Maureen Lawson, Stephanie Wood, John MacEachern, Barbara de Jong and Germaine Ell.
- *Lotus 1-2-3 Training:* Joyce Robertson, Nancy Barnes and Glenis Stenger took a Lotus 1-2-3 training course on printing reports, graphs and tables (February 12, May 22 and July 3 respectively).
- *Wang Word Processing:* Although the Wang system is being phased out, it remains the more commonly used word processing system and new staff users were still being trained to use it. These workshops were given by the Ministry of Government Services, Information Systems Branch. Donna Morrison took the Basic Wang word processing workshop (May 14). Nancy Barnes took the Office Mail and Basic word processing workshops (July 8 and 16).
- *Basic Supervision:* Germaine Ell attended a two day workshop to enhance her supervisory skills. The training was arranged by the Ministry of Government Management Services (November 25-26).

Cataloguing

Marjorie Howell attended a two-day seminar at the University of British Columbia sponsored by the Canadian Association of Law

In Transition: Germaine Ell faces a row of machines in the administration office during the changeover from Wang word processing to WordPerfect.

Libraries. The workshop dealt with the KF modified LC classification schedule which the Legislative Library now includes in its CIP for legal publications. The addition of the KF schedule was done at the request of the Ministry of Attorney General (January 28-29).

Industrial First Aid

Bill Williams, the Library's first aid attendant, took the refresher course to ensure that he remains up-to-date in first aid skills (June 3–14).

Conferences and Other Professional Activities

- *British Columbia Library Association (BCLA):* Vivienne Bruce and Gordon Yusko attended the annual BCLA conference held in Vancouver. The workshops they attended were primarily associated with automation technology and included: "PC Power: Choosing and Using Microcomputer Database Systems," "The New Information Technologies: Preparing for Tomorrow," "Rethinking OPACs: The Once and Future Catalogue," "Planning the Ergonomic Library" and "Database Wars". Although not registered at the conference, John MacEachern represented the Library on the panel which reported on the Depository Library Committee's success in establishing a pilot depository program (April 10–12).
- *Association of Parliamentary Libraries in Canada (APLIC):* Sheila Gann attended the annual one day business meeting of APLIC which was held in Montreal during the annual conference of the Canadian Library Association. The issues discussed included electronic/televised Hansard, automation, internship programs and Service Quality (June 1).
- *Commonwealth Parliamentary Association Conference:* At the request of the Speaker's Office most of the members of staff participated in the activities for the Canadian Parliamentary Association Conference which was held in Victoria. Their involvement included work at the Reception Desk in the hospitality

suite at various times during the conference. Maureen Lawson prepared the schedule for the Reception Desk and compiled and collected the reference lists, brochures, maps and schedules used by the staff at the Reception Desk (August 10–14).

- *Institute of Public Administration of Canada (IPAC):* Joan Barton continued to serve as the Regional Representative of the Institute and as the Chair of the Honours and Awards Committee on the National Executive. She is also Member-at-Large on the Management Committee. She attended the annual conference in Halifax, Nova Scotia which had a dual theme "Leadership in Management" and "The Urban Challenge to Canada's Future: What Choices?" (August 25–28).
- *Your Public Best:* Wendy Carmichael, Judi Bennett, Maureen Lawson and Joan Barton attended a workshop given by Lillian Brown, the internationally renowned media consultant, broadcaster and lecturer, on making public appearances. The workshop dealt with personal appearance, voice improvement, public speaking techniques and methods for improving presentations. The workshop was sponsored by the Institute of Public Administration of Canada (IPAC) and attended by pubic managers from the provincial government as well as a group of ten managers from the Czech and Slovak republics who were participating in a one month work placement program with various provincial government ministries. One member of the group, Miroslava Matousova from the Ministry for Economic Policy and Development of the Czech Republic, visited the Library to see the Library's automation systems (October 23).
- *Institute of Victoria Librarians (IVL):* Gordon Yusko served as President and Ken Cooley, the Vice President, also chaired the Program Committee. Nancy Barnes edited the IVL newsletter.
- *Government Libraries Association of British Columbia (GLABC):* Mary Ann Murphy acted as Secretary during the year, Wendy Carmichael acted as Treasurer and Gordon Yusko represented the Library as a Member-at-Large on the Executive Committee.

Women's Programs

- *Gender-Neutral Language Project:* Judi Bennett spent a week working with the Ministry of Women's Programs and Government Management Services' gender neutral language project during which she received training on how to facilitate workshops.
- *Taking Charge of Your Career:* Barbara de Jong and Wendy Walls attended the three day course which assists women in maximizing career opportunities (November 6–8).

Visitors to the Legislative Library

During the year library instruction and orientation sessions were provided for new members of the Legislative Assembly, caucus research staff and members of the public service. In addition, special tours were conducted for the following groups:

Legislative Interns

The orientation session for the incoming Legislative Interns was given by Maureen Lawson on January 4th. In addition, she augmented the experience with a half-day workshop on how to use the Library and its specialized information sources on March 7th.

Library Technicians

The customary tours to students from the Fraser Valley College and Vancouver Community College were conducted on February 21st and March 28th respectively.

Utlas International Canada

David Cadogan, Manager, Customer Support, Utlas International visited with the staff of the Cataloguing Section and the Government Publications Division on April 11 to discuss specifications for Utlas bibliographic and authority products.

National Library of Canada

Francine Bedard from the National Library of Canada visited the Library to discuss the process used to send British Columbia publications to the National Library. In conjunction with a series of meetings in Victoria, five members of the National Library Advisory Board and two National Library staff members toured the Library. Members of the group included Phyllis Lerat, Saskatchewan Indian Federated College, University of Regina; Jessica Miller, Hope & Cope, Jewish Hospital, Montreal; Elmer Smith, Canadian Institute for Scientific and Technical Information; Robert Willis, Stettler Independent Management, Ltd.; and Ingrid Parent and Monique Landry of the National Library. The Minister of Municipal Affairs also hosted a dinner for the members of the National Library Advisory Board. Sheila Gann represented the Library and Gordon Yusko represented the Institute of Victoria Librarians at the dinner (April 25-26).

Parliament Buildings Open House

Following the swearing in ceremonies for the new cabinet at the University of Victoria, the new government hosted an Open House event at the Parliament Buildings for members of the public who were, for the first time, invited to see the various offices and services including the Legislative Library. Several members of the staff participated in the Open House activities. They answered questions from the public and supervised the Library rotunda area where a piano and musical bands provided live entertainment for the guests (November 5).

Members of the National Library Advisory Board and Staff from the National Library of Canada.

The Physical Plant

The new automation system has further added to the strain on the Library's allocated space within the Parliament Buildings. Areas of the collection, especially those which house reference materials and government publications, continue to be shifted to meet present requirements. As part of the reorganization of the Reference Room which took place to make way for OPAC computer terminals and furniture, the Government Publications Card Index was weeded and collapsed from three catalogues to two. The card catalogues containing the Newspaper Index have been returned to the Rotunda from which they were removed in 1975 when the Library wing was renovated. After the new system is fully installed and patterns of use and the needs of the Members of the Legislative Assembly are more clearly determined, it will be necessary to acquire furnishings which are more in keeping with the Library's decor.

Housing the Dynix Automation System

Dynix Automated Library Systems of Waterloo, Ontario, provided not only the integrated library system but the hardware to run non-Library software such as word processing and spreadsheets from the same terminals and from personal computers. This is accomplished through a Local Area Network system (LAN) and Starport server manufactured by Dynix's subcontractor Gandalf Data Ltd.

The equipment arrived in late summer and Tom Walker, Dynix's installer, was on-site from September 16th to 20th to connect the IBM RS/6000 minicomputer, the initial eighteen Wyse terminals and sixteen Hewlett-Packard ThinkJet printers, as well as the Gandalf LAN equipment. The original Wang three-twisted-pair wiring was used where possible, and a British Columbia Buildings Corporation contractor installed about twenty additional jacks, using newer 4-pair cabling. All wall jacks were "reterminated" with 8-pin RJ-45s as part of the contract, whether served by 3-pair or 4-pair cable, bringing the total number of RJ-45 jacks in the Library to eighty. These are being used interchangeably for Wang and Wyse terminals. These devices can be moved around to accommodate changes in workflow by repatching the cables in the attic and the room where the LAN is housed. By the end of the year an additional twenty Wyse terminals and seventeen printers (chiefly ThinkJets) were ordered, leaving only approximately six more of each to be added when the serials and circulation modules are implemented in 1992. Following the loading of the database from Utlas, the advantages of multiple terminals and keyword searching were instantly appreciated.

In December it became apparent that the new cabling would have to be renumbered. For example, there were four or five jacks labelled "1", and those which were labelled with room numbers as well were often numbered incorrectly, making trouble shooting a very slow process. With agreement from the Information Systems Branch, Ministry of Government Services, John MacEachern made new charts, keeping the original forty-one jack numbers, and renumbering the various new series of cables sequentially thereafter. All jacks were physically labelled in the rooms, and the on-screen labels within the Server were redone in a standard pattern which gives the room

John MacEachern at work with the Dynix System and Starport server.

number as well as the jack number. Conversion charts which show the old and new jack numbers were posted at the "LAN-room" and attic BIX blocks, where the cable patching is done.

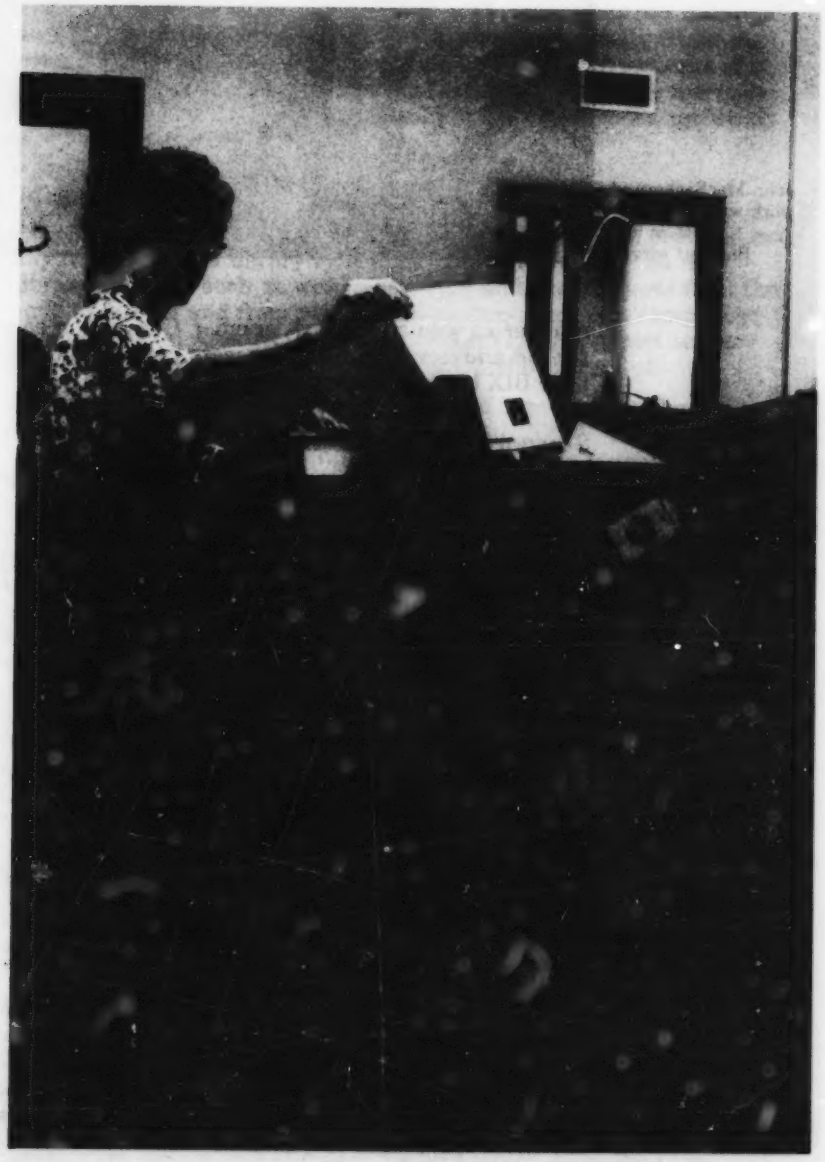
Starport and WordPerfect

Meetings were held throughout the year with Gandalf staff about the configuration of the LAN and its associated wiring. The Access Server switches Wyse terminals between Starport for word processing and the RS/6000 computer for Dynix. Access Hubs control PCs and printers running on the true ten megabit Ethernet LAN. After their installation by Dynix, centrally loaded WordPerfect word processing became available on all staff terminals and four of the Library's IBM-compatible PCs. A Hewlett-Packard LaserJet III was installed in the Administration Office for WordPerfect letter quality printing. ThinkJet and QuietJet printers, installed at individual desks as part of the Dynix system, can also produce drafts from WordPerfect. To make room on desks and free up cabling for Dynix Wyse terminals, four of the thirteen Wang terminals were retired. The Wang VS network remains as a link to the government electronic mail system for the moment, and continues to be used for Wang word processing, although its use will diminish as more staff are trained to use WordPerfect. After a month of using WordPerfect it is becoming the preferred system.

Recycling

A much improved recycling system was put in place on June 3rd. Two separate containers, small enough to be at each desk, now accept computer paper. "Mixed" paper such as bond, fax paper, light card stock, non-window envelopes, NCR paper and the occasional staple or small paper clip are also accepted. These are emptied by staff members into larger recycling containers on each floor, which British Columbia Buildings Corporation empties several times each week.

There is provision for newsprint also. Unfortunately, a plan to accept publications bound with glued backs and glossy paper, such as that found in periodicals, fell through due to a poor market region-wide. This means that most of the discarded material from divisions such as Government Publications still goes to the dump. However, the general "office" waste has been greatly reduced, and the large quantities of computer paper which will be generated by the Dynix OPAC printers will be accommodated.



Nancy Barnes recycles in the Acquisitions Section.

Appendix I

Library Staff

(as of December 1991)

	Director	Joan A. Barton
Administration	**Supervisor, Administrative Services**	Stephanie F. Wood
	Secretary	Germaine Ell
	Assistant	Linda M. Stinson
	Library Clerk	ShannonLee Henderson
Reference Services Division	**Manager**	Maureen Lawson
	Librarians	Vivienne Bruce
		Mary Ann Murphy
		William M. Peters
		Patricia Somerton
		Pamela St. Denis
	Senior Reference Clerk	Rhonda Foster
	Assistants	Cynthia Greenman
		Donna Morrison
		Wendy Walls
		William D. Williams
Government Publications Division	**Manager**	John H. MacEachern
	Librarians	Judith M. Bennett
		Roger D. Young
	Senior Publications Clerk	Linda M. Jackson
	Assistant	Donna Locken
Technical Services Division	**Manager, Systems Administration**	Sheila J. Gann
	ACQUISITIONS SECTION	
	Acquisitions Librarian	Nancy Barnes
	Serials Librarian	Roderick V. M. Cardin
	Senior Acquisitions Clerk	Shannon Campbell
	Acquisitions Clerk	Glenis M. Stenger
	CATALOGUING SECTION	
	Acting Manager	Wendy Carmichael
	Librarians	Marjorie J. Howell
		Lois E. McGregor
	Senior Cataloguing Clerk	D. Joyce Robertson
	Assistants	Susan Jansen
		Sheryl A. W. Simpson
	FILMING UNIT	
	Filming Clerk	Barbara de Jong
	Assistant	Lynn Bigwood
Sessional Staff	**Assistants**	Verna Bradley
		Dorothy Jones

Appendix II

Staff Changes

January 1 Wendy Carmichael became Acting Manager of the Cataloguing Section to give Sheila Gann, Acting Director and administrator of the automation project, more time to devote to her increased responsibilities. Ken Cooley assumed Sheila Gann's duties in the Acquisitions Section until his departure in March.

January 30 Linda Jackson, Senior Government Publications Clerk, began six months maternity leave. Donna Locken, the Government Publications Office Assistant, assumed the processing routines usually performed by Linda Jackson.

February 11 Patty Lewis, auxiliary Office Assistant, was appointed to assume Donna Locken's duties.

March 21 Shannon Campbell, Senior Acquisitions Clerk, left on Short Term Illness and Injury leave.

March 28 Ken Cooley, Acquisitions Librarian, left the staff to take the position of Humanities Reference Librarian at the University of Victoria.

April 15 Glenis Stenger, Acquisitions Clerk, began substituting as the Senior Acquisitions Clerk.

April 22 Donna Morrison, Reference Typist with the Newspaper Indexing project, replaced Glenis Stenger as Acquisitions Assistant. Dorothy Jones, auxiliary Refenence Typist, replaced Donna Morrison in the Newspaper Indexing Section.

May 21 Nancy Barnes appointed Acquisitions Librarian.

August 7 ShannonLee Henderson appointed as Library Clerk to replace Cynthia Greenman who transferred to the position of Reference Clerk.

August 9 Stephen Norman, Reference Clerk, left the staff to return to college.

August 12 Cynthia Greenman, Library Clerk, transferred to the position of Reference Clerk.

September 9 Linda Jackson returned from maternity leave.

October 1 Joan Barton returned from secondment to the Service Quality BC Secretariat and Sheila Gann returned to the position of Manager, Technical Services Division, to devote her efforts to the automation project.

October 11 Gordon Yusko, Reference Librarian, left the staff to accept a promotion to the position of Lower Mainland Regional Manager with the Library Services Branch.

November 28 Pamela St. Denis appointed as Reference Librarian to replace Gordon Yusko.

Appendix III

Automation Project Review

Contract Negotiation and Signing

Between January and March, the Library negotiated a contract with Dynix Library Systems Inc., of Waterloo Ontario, for an integrated library system which included some additional custom programming. The outstanding expertise and experience of the automation consultant, RMG Consultants Inc., ensured that the final contract protected and addressed the needs of the Library and facilitated the ease and efficiency with which the system was implemented. The contract was signed on March 26th.

Data Preparation

The Cataloguers made arrangements with Utlas to generate bibliographic and subject authority record tapes for the Library's database which covers the period January 17, 1979 to June 10, 1991. A final COM cumulation of the database was also produced by Utlas. Although this was the inevitable result of creating the authority file database, it led to the curtailing of normal cataloguing activity in order to remain within budget. The problem of the record-gap which was created between the cut-off date for the tape and the implementation of the new system, was solved by purchasing a CD-ROM drive and a subscription to CD-CATSS, an Utlas CD-ROM product, which allowed for capture and storage of the interim records to be loaded into the Dynix system. This solution also lowered Utlas costs by reducing the amount of online connect time required to input and edit records.

System Setup

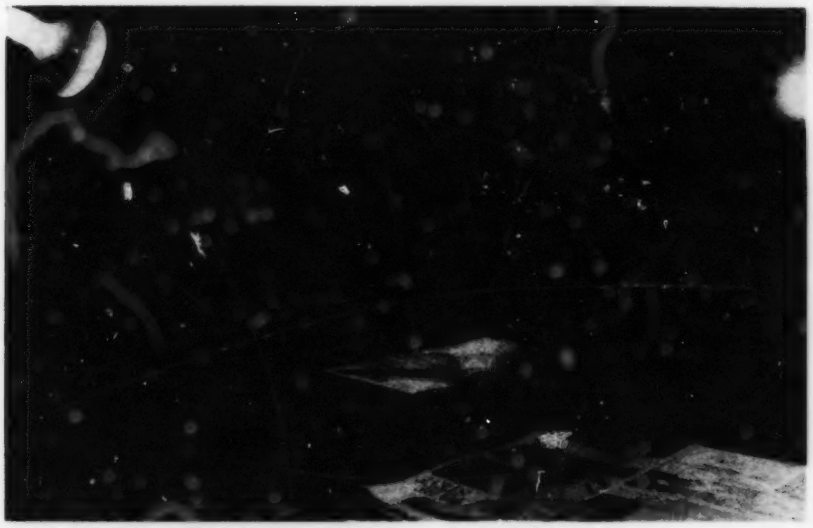
One of the advantages of the Dynix system is the flexibility it allows each library in customizing the system to meet individual needs. This Library is experimenting with new procedures which will allow staff to change parameters without assistance from Dynix. Between April and August, however, many decisions were taken, documented and submitted to Dynix for approval and setup at their headquarters in Waterloo.

Site Preparation

The computer room which houses the machinery for the system was ready by February 7th. John MacEachern prepared the site map of all existing and future workstations throughout the Library. This task was a prerequisite to subcontracting the electrical wiring and computer cabling through British Columbia Buildings Corporation. Wiring for eighty ports was completed on August 22nd. Since it was possible to use the existing Wang wiring the number of additional ports and cables was reduced. Three new phone lines were installed, one in the computer room for a modem and two in the LAN room on the ground floor. The LAN room itself did not require new construction. Instead, the Serials Librarian moved his office to the room previously used for microfilming. The old camera was sent to surplus stores and the Senior Microfilm Clerk moved to the main Acquisitions area.

Local Area Network LAN Specifications

Several meetings were necessary to clarify the configuration of the LAN to ensure that it meets the needs of users at any terminal or PC in the Library. The existing wiring was then tested for compatibility and the room to house the LAN components decided on.



The old camera used for filming newspapers has been sent to Surplus Sales.

Equipment and Supplies

Although the major hardware components of the system were defined in the contract, other equipment such as terminals, printers and barcode readers had to be ordered for the first phase of the project. Furniture for the OPAC, slated for the Reference Room, was ordered and the card catalogues containing the Newspaper Index were moved back into the Rotunda to make room for them. Barcode labels, spine labels and backup tapes for four different tape drives, tape drive cleaning kits, computer paper, printer ribbons and print cartridges were also ordered for the system.

Coordination for Security and Facilities Management

Meetings were held with the staff from Ministry of Government Services, Information Systems Branch, to establish guidelines for system security. Forms to control user access were also drawn up. Information Systems Branch conducted two seminars for the staff which outlined the importance of security for computer systems, in order to prevent unauthorized access to the system, particularly in the public areas.

An agreement was also made to house the computer in the room used by Information Systems Branch and for their staff to run routine backup procedures and arrange for off-site storage of backup tapes.

Installation

On September 20th, Dynix initiated the first phase of system implementation by completing the installation of the IBM RS6000 computer, the LAN components and eighteen terminals and printers. The staff was able to access the database of 51,319 bibliographic records without any training and began using the system immediately.

The Book and Government Publications File

In the main book and government publications file, the records created since the main tape cutoff date were added to the Dynix file via a fast, efficient load program designed for Utlas CD-CATSS records. The result is a database which is more current than any previous catalogue. Authority records for names and subjects were added. The resulting problems are currently being resolved.

Newspaper Index

By the end of the year the Newspaper Index was added to the Cataloguing module. The initial design of the module was changed during the setup phase to expedite implementation. Originally conceived as a separate database, it was eventually defined as a subset of the main book and government publications file with its own indexes and subject authority control. While the user is unaware of this structure and enjoys the benefits of searching as if it were separate from the main catalogue, the Library has some concerns that this integrated design may create maintenance problems in the future.

The newspaper typists, who had been trained in MARC coding earlier in the year, input most of the name and subject headings for the newspaper file ahead of time and began entering the 1991 records. They plan to close the card index and enter 1992 records into the system while adding 1991 records retrospectively.

Staff Training

A trainer from Dynix spent October 28th to 31st in the Library teaching four groups of six people in each group about System Administration, Cataloguing, Advanced Searching and the Newspaper Index. Dataload, Functionality Testing and approval to start up the system followed the training although the Hardware Functionality approval was delayed pending fully operational LAN components.

Cataloguing in Publication (CIP) and the Periodical Index

These segments of the database have been designed and set-up but not implemented. It was agreed that it was important to focus on the main book file and Newspaper Index before implementing other files.

Local Area Network (LAN)

The most troublesome part of this phase of the project has been implementation of the LAN. There were problems with both the communications hardware and the software configuration. While it is now possible to access the WordPerfect software from both Library terminals and PCs, graphic functionality is limited to PCs. A laser printer was installed in the main office to serve as a central printer for letter quality printing. Draft printing is available from printers at each workstation. Some minor printing problems remain unsolved.

WordPerfect

The Library decided to migrate from the present Wang word processing system to WordPerfect since it is also supported by the Information Systems Branch and can be used either as part of the LAN or as a stand-alone package. While its improved functionality and formatting capabilities are desirable they also make it more difficult to learn. All staff who will use the package are to receive formal training. Seven people have received training to-date.

Special Contributions

Dynix Library Systems Inc.

Dynix Library Systems Inc. has been an exceptionally customer-focused organization and has demonstrated responsiveness, flexibility and strong support during the past year. Implementation has had its fair share of small problems, changes and inconsistencies, which is common in a project of this complexity. As a general rule, however, problems were corrected overnight. Those of a more complex nature were given an honest assessment to determine whether or not they

could be corrected and if so, a date for correcting them was always given. Dynix has also proposed innovative solutions to problems and has been willing to consider the Library's own suggestions and ideas for improvements.

British Columbia Buildings Corporation

Equally good support was received from British Columbia Buildings Corporation which prepared the computer room and installed the electrical and computer wiring. Their projects were both on time and within the budget.

Ministry of Government Services, Information Systems Branch

The Information Systems Branch continued their strong support of the project. The staff assisted with technical expertise, especially with the LAN, with guidance and training on security issues, with routine backup, off-site storage and with WordPerfect training. The Library was also invited to participate in meetings which they organized for their client groups to define their individual computer and system support requirements for the future.

Library Staff

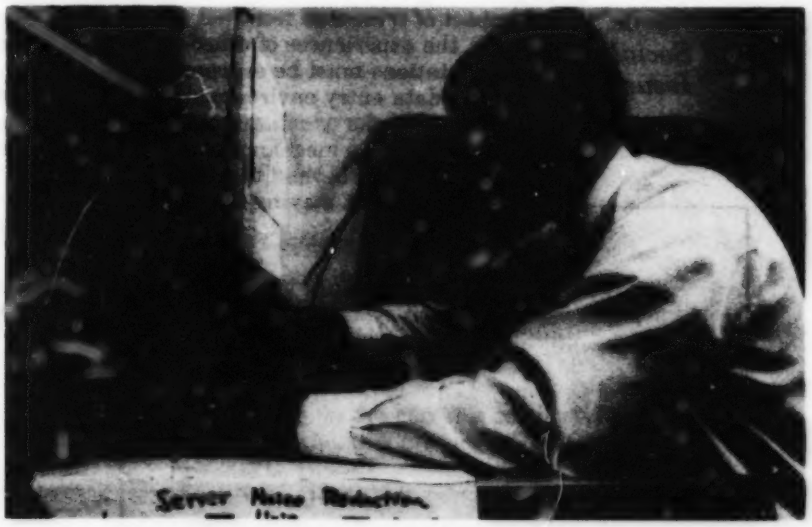
During the process in which the Library organized, planned and worked to implement the new automated system, the staff participated with a mixture of curiosity, enthusiasm and excitement which helped to keep both the new initiative and the old routine tasks going. Service to the users was maintained at the expected high levels and the automation project, despite its relentless demands on staff time and effort, has been implemented effectively and efficiently. The Library and its users recognize the efforts of the staff and compliment them for a job well done.

Several individuals not only led their teams but performed major tasks to keep the project on schedule and ensure that the excellent system which is being implemented today was developed. Their special contributions are listed below.

John MacEachern who was involved in most of the automation process from its inception, took the lead role in defining the requirements for wiring. He provided the liaison between the vendor, British Columbia Systems Corporation and the wiring subcontractor. He is the backup Systems Administrator and has the responsibility for ongoing wiring needs and LAN administration.

Maureen Lawson provided most of the circulation, reference and searching information needed for the initial database load and setup. She was involved in the design of the Newspaper and Periodical Indexes and reorganized the workflow and procedures for the new system. She established a new authority control file and maintained dual manual and automated systems for the indexes for several months.

Rhonda Foster and her staff made a special contribution to the newspaper and periodical indexing system by adapting to the new automated procedures quickly and processing the back files of authority records within only a few weeks. Their excitement and willingness to learn new tasks and their increased productivity in the new environment is commendable.



The LAN Room: John MacEachern at a familiar task.

Vivienne Bruce became the Library's searching expert for the new system immediately after it was installed. Her knowledge of the module now probably rivals that of the staff at Dynix.

Wendy Carmichael was instrumental in organizing and implementing CD-CATSS for the Cataloguing Section, overseeing the purchase of bibliographic and authority records from Utlas and preparing the documents needed for database setup. Along with Sheila Gann she attended the Dynix orientation session August 8-9 in Waterloo, Ontario, to discuss implementation, dataload issues and orientation for the new system.

Lois McGregor, the Library's expert on authority files, took the lead in understanding the Dynix authority system. She was also involved in evaluating the authority file load and identifying problems with the records.

Marjorie Howell trained the Newspaper Index typists and librarians in MARC coding to prepare them for record input immediately after installation.

Joyce Robertson took on the task of pre-order searching from the Acquisitions Section when the introduction of CD-CATSS and interim procedures for capturing records made the searching workflow extremely complex. She and her staff learned to use the new product quickly and adjusted well to the intricate procedures.

Future Reorganization

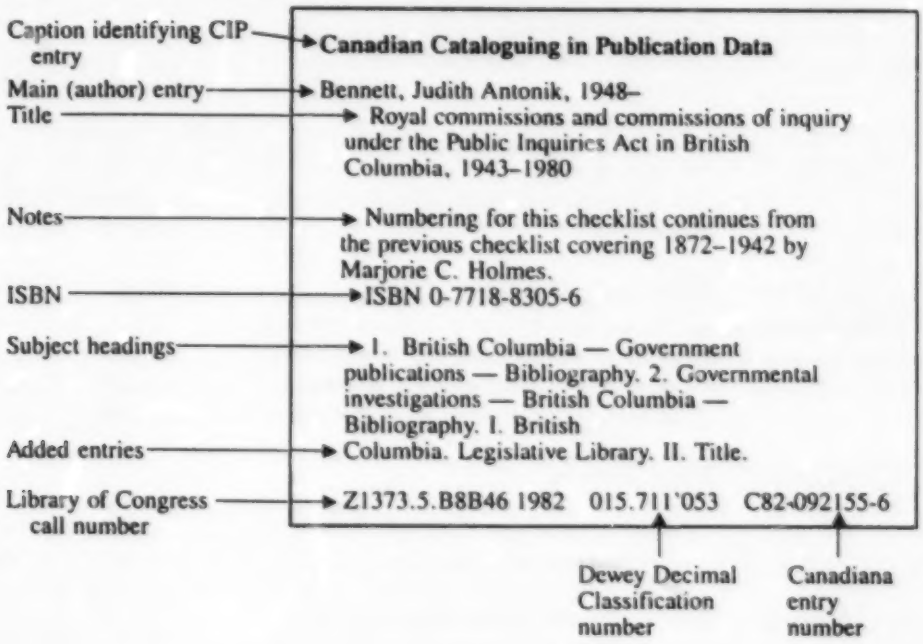
The integrated nature of the system and the automation of many tasks have changed the workflow and responsibilities of many members of staff. Jobs are expected to continue to evolve and change until the entire system is in place. After implementation is completed it will, therefore, be necessary to assess the Library's organizational structure.

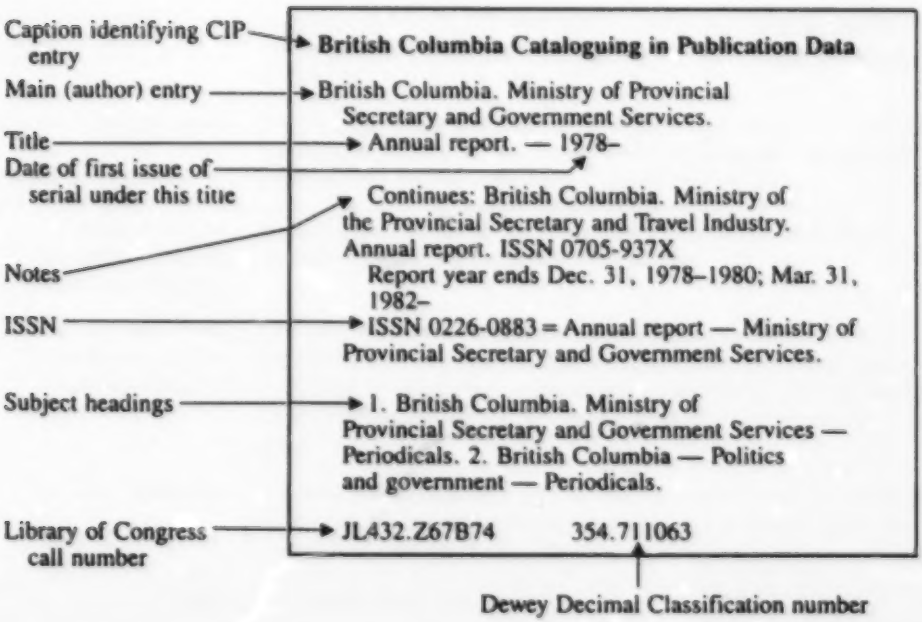
Ergonomic and Social Issues

The impact of increased terminal use on staff is so far unknown. However, the experiences of other automated organizations indicate that workstations must be ergonomically designed to minimize the effects of a data entry environment and that jobs should be designed to incorporate tasks which are not terminal dependent. The Library will have to develop mechanisms which ensure that people continue to interact with those beyond their work groups now that much more can be done without moving from a desk.

Appendix IV

Examples of Full CIP Entries Printed in Government Publications


Caption identifying CIP entry
Canadian Cataloguing in Publication Data
Main (author) entry
Bennett, Judith Antonik, 1948–
Title
Royal commissions and commissions of inquiry under the Public Inquiries Act in British Columbia, 1943–1980
Notes
Numbering for this checklist continues from the previous checklist covering 1872–1942 by Marjorie C. Holmes.
ISBN
ISBN 0-7718-8305-6
Subject headings
1. British Columbia — Government publications — Bibliography. 2. Governmental investigations — British Columbia — Bibliography. I. British
Added entries
Columbia. Legislative Library. II. Title.
Library of Congress call number
Z1373.5.B8B46 1982 015.711'053 C82-092155-6
Dewey Decimal Classification number
Canadiana entry number


Caption identifying CIP entry
British Columbia Cataloguing in Publication Data
Main (author) entry
British Columbia. Ministry of Provincial Secretary and Government Services.
Title
Annual report. — 1978–
Date of first issue of serial under this title
Notes
Continues: British Columbia. Ministry of the Provincial Secretary and Travel Industry. Annual report. ISSN 0705-937X
Report year ends Dec. 31, 1978–1980; Mar. 31, 1982–
ISSN
ISSN 0226-0883 = Annual report — Ministry of Provincial Secretary and Government Services.
Subject headings
1. British Columbia. Ministry of Provincial Secretary and Government Services — Periodicals. 2. British Columbia — Politics and government — Periodicals.
Library of Congress call number
JL432.Z67B74 354.711063
Dewey Decimal Classification number

Appendix V

Statistical Summary

		1990	1991
Reference Services	Questions Answered	7,285	6,733
	Computer Searches	237	205
	Newspaper Index Entries	77,186	59,517
	Circulation	2,586	2,381
	Interlibrary Loans		
	— material requested by Leglislative Library	92	50
	— material requested by other libraries	194	223
	Photocopies	160,282	178,194
Government Publications	Publications Received	48,031	46,563
Cataloguing Services	New Titles Catalogued	1,750	1,216
	Retrospective Conversion/Reclassification	1,397	656
	Cataloguing in Publication (CIP)	378	428
Acquisitions	Titles Received		
	— Books	2,613	2,752
	— Periodicals and Catalogued Serials	2,903	2,949
	— Newspapers	265	265
Filming	Frames Filmed (Current Material)	181,920	157,202
	Frames Filmed (Retrospective Newspapers)	60,640	125,539
Canadian Book Exchange Centre	Items Sent	14,782	43,279
Automation	Dynix Database Size		
	— Books and Government Publications	N/A	52,191
	— Newspaper Index	N/A	449

Appendix VI

Glossary of Selected Terms and Abbreviations

AACR2 Acronym for Anglo-American Cataloguing Rules. These international rules are used in the construction of library catalogues and cover the description of access points for all library materials. The second edition is commonly referred to as AACR2.

Authority Files Lists of all personal and corporate names, the names of series and subjects which are used as headings in the catalogue. The entries are made when a heading is first used. They record the forms used in the public catalogues, and the references made to them from other forms.

CD-ROM Compact Disc, Read-Only Memory. Physically the same as the familiar music CD, CD-ROMs are formatted to hold large quantities of textual or other data, and hold many times more information than can be held on the hard disk of a personal computer.

COM Acronym for Computer Output Microfilm/Microfiche. Instead of a paper listing, a computer system prints out a microfilm or microfiche product.

Cataloguing in Publication (CIP) CIP was pioneered by the United States of America's Library of Congress in 1971. The aim of the program is to provide bibliographic data for new books in advance of publication. CIP depends heavily on the voluntary cooperation of publishers.

Database Walk To retrospectively edit records and create authority linkages by calling up every bibliographic record and linking headings in the record to various authority files.

Derived Cataloguing The cataloguing of a bibliographic item by using an existing bibliographic record and altering it as needed to fit the item in hand and to conform to local cataloguing practice.

International Standard Book Number (ISBN) A code given to books before publication to identify them concisely, uniquely, and unambiguously.

International Standard Serial Number (ISSN) The international numerical code that identifies concisely, uniquely, and unambiguously a serial publication or magazine. It is used by libraries, publishers, booksellers, etc., to assist in identification, ordering, invoicing and inventory control of serial titles.

Jobber A wholesale bookseller who stocks copies of various kinds of books issued by different publishers, and supplies them to bookstores and libraries. They may also order titles not stocked.

LAN See Local Area Network.

Library of Congress (LC) The Library of Congress provides library and information services by authority of the Congress of the United States of America. It gives priority service to Congress. Although not officially a national library it provides services appropriate to a national library, and at a higher level than most other specifically designated national libraries.

Local Area Network (LAN) In data communications, a bidirectional communications network which operates over a limited geographic area, typically an office building or a college campus. LANs provide the computer user with the opportunity to communicate with other workers, to supply and access data and share expensive software and equipment, such as storage devices, sophisticated printers, etc. The LAN includes a cable network which links the constituent pieces of equipment.

MARC (Machine Readable Cataloging) The MARC format was developed by the Library of Congress for the exchange of bibliographic data in machine-readable form. It has become an international standard and is used in many countries, including the United Kingdom, the United States, Australia, Canada, and France.

Monograph Generally known as a book, it is technically a non-serial publication (i.e., a publication either complete in one part or intended to be completed in a finite number of separate parts). Examples include a novel or an encyclopedia.

Online Public Access Catalogue (OPAC) A computer-based and supported library catalog (bibliographic database) designed to be accessed via terminals.

RECON See Retrospective Conversion.

Request for Proposal (RFP) A document used to solicit proposals from bidders to design or supply a system or perform work of some kind.

Retrospective Conversion (RECON) The process of converting cataloguing records, usually in an existing manual form, to a standard computer format.

Serial The term includes magazines, periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies. It is any publication issued in successive parts, appearing at intervals, usually regular ones, and as a rule intended to be continued indefinitely.

Shelf List A list of the books in a library. The entries are brief and arranged in the order of the books on the shelf. It forms, in effect, in a classified library, a subject catalogue without added entries, analytics or cross-references.

Standing Order An open order to a publisher or book jobber to supply volumes or parts of a particular title or type of publication as they appear, until notified otherwise.

Subject Authority File Subject headings used in a catalogue, and the references made to them.